

divestiture and incurring civil penalties for failure to make a timely divestiture.

Attempts to define in advance the field of eligible acquirers under a divestiture order are unnecessary, at best, potentially inefficient and possibly even anticompetitive. It is an inefficient use of resources to attempt to assess in advance the competitive effects of a transaction that Devro might or might not propose (especially if the exclusion covers more than one firm), even if the transaction-specific information necessary to our merger analysis were available. As a practical matter, any such exclusions will be based on something less than an adequate factual examination of the various possible proposed divestitures and will necessarily involve the risk of excluding firms that might have been acceptable and even procompetitive acquirers. That risk is unnecessary and should be unacceptable in view of the requirement to obtain the Commission's approval before any divestiture can take place and the availability of other sanctions for failing to make a timely divestiture.

[FR Doc. 95-30834 Filed 12-18-95; 8:45 am]

BILLING CODE 6750-01-P

DEPARTMENT OF HEALTH AND HUMAN SERVICES

Administration on Aging

Statement of Organization, Functions, and Delegations of Authority

This notice amends Part B of the Statement of Organization, Functions, and Delegations of Authority of the Department of Health and Human Services (HHS), Administration on Aging (AoA), as follows: continues the Office of the Assistant Secretary for Aging; establishes two Offices, the Office of Program Operations and Development, and the Office of Governmental Affairs and Elder Rights; the operating grant programs (Titles III and VI) and the developmental grant program (Title IV) are placed under the Office of Program Operations and Development; all inter- and intra-governmental cooperative programs, domestic and international, as well as the elder rights services of Titles II and VII are placed under the Office of Governmental Affairs and Elder Rights; the executive secretariat and policy coordination functions are moved to the Office of the Assistant Secretary; supervision of the Regional Offices is moved to the Director, Office of Program Operations and Development; planning functions are moved to the Office of Management; and the former Office of

the Deputy Assistant Secretary for Program Operations and Intergovernmental Affairs, Office of the Deputy Assistant Secretary for Program Development and Elder Rights Programs, Office of Field Operations, and Office of Policy Coordination and Analysis and the division structure under the Office of State and Community Programs and the sub-offices under the Office of Program Development are abolished.

The language to implement these changes is as follows: Part B, Chapter B, "The Administration on Aging," as published in the Federal Register on September 13, 1991 (56 FR 46620); amended on December 24, 1992 (57 FR 61433); and further amended on March 2, 1993 (58 FR 12040) is amended as follows.

Delete B.00 and replace with the following:

B.00 Mission

The Administration on Aging, an Operating Division of the Department of Health and Human Services, is the principal agency designated to carry out the provisions of the Older Americans Act ("OAA" or "The Act") of 1965, as amended, 42 U.S.C. 3001 *et seq.* Serves as the effective and visible advocate for older persons within the Department of Health and Human Services and with other Federal departments and agencies. Directly assists the Secretary in all matters pertaining to problems of the aging. Advocates for the needs of older persons in program planning and policy development within the Department and in other Federal agencies. Gives priority to older persons in greatest economic or social need. Develops standards and issues best practice guidelines; disseminates information; provides technical assistance; and initiates policy related to services funded by the Department and provided to older persons. Advises the Secretary, Department components and other Federal departments and agencies on the characteristics, circumstances and needs of older people and develops policies, plans and programs designed to promote their welfare; under Title III of the Act (45 CFR Part 1321) administers a program of formula grants to States to establish State and community programs for older persons; administers a program of grants to American Indians, Alaskan Natives and Native Hawaiians to establish programs for older Native Americans under Title VI of the Act (45 CFR parts 1326 and 1328). Provides policy and procedural direction, advice and assistance to States and Native American grantees to promote the development of State and

Native American administered, community-based systems of comprehensive social services for older persons. Administers long term care ombudsman and protective services programs, legal services development programs, and outreach, counseling and assistance programs for older people under Title VII of the Act. Approves or disapproves State plans and Native American funding applications. Administers programs of training, research and demonstration under Title IV of the Act. Administers national centers for service development and assistance, and information dissemination benefitting older persons. Promotes through the State and Area Agencies on Aging and Indian Tribal Organizations a national community-based long term care program for older persons. Develops and issues program designs, guidelines, standards and assistance to State and Area Agencies, Indian Tribal Organizations and nutrition providers to support Titles III and VI nutrition services and disseminate nutrition education material.

Delete B.10 and replace with the following:

B.10 Organization

The Administration on Aging is headed by the Assistant Secretary for Aging and consists of:

- Office of the Assistant Secretary
- Congressional and White House Liaison
- Executive Secretariat and Policy Coordination
- Office of Governmental Affairs and Elder Rights
- Office of Elder Rights Protection
- Office of Management
- Division of Budget and Finance
- Division of Personnel and Planning
- Division of Grants and Contracts
- Management
- Division of Information Resources
- Management
- Office of Program Operations and Development
- Regional Offices on Aging
- Office of State and Community Programs
- Office for American Indian, Alaskan Native and Native Hawaiian Programs
- Office of Program Development

Delete B.20, A-I, and replace with the following:

B.20. Functions

A. Office of the Assistant Secretary (BA)

The Office of the Assistant Secretary serves as the focal point for OAA programs through the development,

coordination and administration of those programs nationwide. Serves as the effective and visible advocate within the Federal government to ensure the rights and entitlement of the elderly. Conducts active public education of officials, citizens, and the aged to ensure broad understanding of the needs and capabilities of the aged.

Sets national policies, establishes national priorities, ensures policy consistency, and directs plans and programs conducted by AoA. Advises the Secretary, HHS agencies, and other Federal departments and agencies on the characteristics, circumstances, and needs of older people and on policies, plans and programs designed to promote their welfare. The Deputy Assistant Secretary is the Assistant Secretary's primary associate in carrying out the mission of the agency, particularly in the advocacy and policy negotiation role within the Federal government.

Serves as an advocate for older people with voluntary and private organizations. Collaborates with other Federal agencies to assist older persons by the development and implementation of interagency agreements. Coordinates joint interests and initiation of projects with other Federal agencies and State and local government entities. Provides liaison with the Federal Council on the Aging and other Federal advisory committees focused on the aging. Works with national aging organizations, professional societies, and academic organizations to identify mutual interests and plan voluntary and funded approaches to meet the needs of older persons. Ensures affirmative action throughout the Aging Network in employment and services delivery.

Congressional and White House Liaison (BA1)

Coordinates all liaison activities with Congress and with the print and electronic media. Manages AoA's media relations and legislative liaison activities.

Develops legislative proposals, testimony, background statements, and other policy documents for use by the Assistant Secretary in activities related to legislation. In coordination with the DHHS Office of the Assistant Secretary for Legislation, analyzes proposed and enacted legislation related directly or indirectly to older people, including legislation directly affecting OAA programs. Through an automated legislative information system tracks bills related to the aging. Develops and issues status reports regarding key legislative developments to

Headquarters and Regional Office staff, the network of State and Area Agencies on Aging, and Indian Tribal Organizations.

Coordinates with the Office of the Assistant Secretary for Public Affairs, including planning and implementing strategy for relations with the news and other information media; initiates media outreach activities and responds to all media inquiries concerning AoA programs and related issues.

Executive Secretariat and Policy Coordination (BA2)

Responsible for policy coordination concerning programs and services under the OAA, including long-term care initiatives and services. Serves as the communications center for AoA, ensuring that issues requiring the attention of the Assistant Secretary, Deputy Assistant Secretary or AoA Executive Council are identified on a timely and coordinated basis. Monitors the response of other AoA units in developing necessary documents for the Assistant Secretary's review and provides assistance to staff on the content and style of special assignments. Operates the agency-wide paper and electronic correspondence and assignment tracking and control system and provides technical assistance on standards for control of correspondence and memoranda. Manages the clearance system and reviews documents for consistency with the Assistant Secretary's and the Secretary's assignments, previous decisions on related matters, and editorial standards. Refers unprecedented policy questions to the appropriate subject matter office. Develops and maintains agency-wide mailing lists.

In conjunction with the Immediate Office of the Assistant Secretary, implements public education activities for Headquarters and Regional Offices to achieve AoA program objectives in coordination with other AoA units; develops and distributes publications and audiovisual materials about older people and prepares and issues brochures, fact sheets, exhibits and films on the needs and concerns of older persons and measures to improve the circumstances, available services, and environment for the older population.

Develops special information campaigns to inform older people and the general public about issues, problems and benefits important to older people. Fosters, plans and coordinates ceremonies and celebrations related to the elderly. Prepares the AoA Annual Report to the President and Congress.

Maintains official copies of all policy and information issuances and data collection instruments; ensures their proper clearance before issuance and annually reviews them for currency and compliance with law and regulations. Reviews all materials prepared for Federal Register publication and ensures their compliance with guidelines. Serves as AoA's liaison with the Executive Secretariats in the Office of the Secretary and other HHS units regarding AoA program, policy and special administrative matters. Receives and sorts internal mail for AoA headquarters components.

Provides liaison with OMB for the management of the agency paperwork burden reduction program. Coordinates clearance of OAA Titles II, III, IV, VI and VII program regulations within AoA and with appropriate HHS offices, and review of those regulations by OMB. Prepares and processes clearances for collection of information, and assures compliance with related standards, procedures and policies.

Serves as liaison with the Office of the General Counsel, Office of the Inspector General and the General Accounting Office on all program matters other than those related to grants or procurement management. Reviews requests for information under the Freedom of Information Act and arranges for appropriate responses, in coordination with the HHS Freedom of Information Act Officer.

Responds to written, phone and personal inquiries from all sources dealing with services and needs of the aging.

B. Office of Governmental Affairs and Elder Rights (BA-1)

Develops and maintains effective relationships with government entities and their representatives at the Federal, State and local levels to develop a unified policy toward, and promote, the aims of the Older Americans Act, especially as they relate to a community-based system of long-term care for the aging and disabled; oversees development of more responsive service systems through intergovernmental and private sector initiatives and partnerships to address age-related issues and concerns. Coordinates AoA fraud, waste and abuse investigation and elimination, and related activities. Chairs the Assistant Secretary's Business and Aging Leadership Roundtable of representatives from private industry and national business and aging organizations. Oversees the international liaison and coordination functions of AoA. Stimulates and coordinates AoA international activities

and coordinates AoA international activities with Departmental and other Federal agencies and State and national organizations concerned with international aging matters. At all levels, from national to the local service delivery level, develops methods and relationships to articulate the problems and concerns of the elderly to organizations beyond the traditional network of agencies and works with these organizations to be more sensitive and responsive to age-related needs and issues.

Directs intergovernmental affairs activities and develops and maintains effective relationships with other governmental departments and agencies. Plans, negotiates, facilitates, and updates, as appropriate, memoranda of understanding with other departments and agencies to promote agreements and cooperative relationships and ventures that address policies and services affecting the aging population.

Implements Section 203(1) of the OAA by coordinating, advising, consulting with and cooperating with the head of each department, agency and instrumentality of the Federal Government proposing or administering programs or services substantially related to the objectives of the OAA. Oversees the consultation process by which agency heads must consult with AoA before establishing programs or services related to the OAA. Plans and implements the process for the collaboration of all Federal agencies with AoA in the execution by those agencies of programs and services related to the OAA. These activities are focused primarily on older individuals (particularly low-income minority older people) and the functions and responsibilities of the State and Area Agencies on Aging.

The Director carries out the functions of the Office of Long-Term Care Ombudsman Programs established in Section 201(d)(1) of the OAA. Serves as the effective and visible advocate within the Department and with other departments and agencies of the Federal Government regarding all Federal policies affecting older residents of long term care facilities; reviews Federal legislation, regulation, and policy respecting long-term care ombudsman programs and makes recommendations to the Secretary and Assistant Secretary; coordinates the activities of AoA with other Federal, State and local entities relating to long-term care ombudsman programs; prepares an annual report to Congress on the effectiveness of services provided by State long-term care ombudsman programs; investigates the

operations of any Federal law administered by HHS that may adversely affect the health, safety, welfare, or rights of older individuals; and establishes standards for the training of State long-term care ombudsman staff.

B.2 Office of Elder Rights Protection (BA-11)

Develops and carries out the ombudsman, elder abuse prevention, legal assistance development, and benefits outreach, counseling and assistance provisions of Titles II and VII-A of the OAA throughout the Aging Network, including administration of the National Ombudsman Resource Center and the National Center on Elder Abuse, and advising the Assistant Secretary on the operation of those Centers. Reviews State Plans to determine eligibility for funding under Sec. 705 of the OAA and recommends approval or disapproval to the Assistant Secretary. Implements Title VII-A in the field through provision to Regional Office staff guidance and information concerning AoA programs, and the development and interpretation of Title VII program regulations and policy; ensures the implementation of guidance and instructions concerning long-term care ombudsman, prevention of elder abuse, elder rights and legal assistance development and outreach, counseling and assistance programs.

Implements Title VII-A in the field by the provision to Regional Office staff of guidance and information concerning the ombudsman, elder abuse prevention, legal assistance development, and benefits outreach, counseling and assistance provisions of Titles II and VII-A of the OAA, and interpretation of regulations and policy implementing those programs. Fosters, oversees, assists, and assesses the development of State-administered long term care ombudsman, elder abuse prevention, legal assistance development, and benefit counseling programs for the elderly as authorized under Title VII-A of the OAA. Establishes, administers and evaluates the National Ombudsman Resource Center and the National Center on Elder Abuse.

Provides specialized input on Title VII-A programs to long range planning, operational plans and the budget process. Responsible for the implementation of regulations and policy on Title VII-A of the OAA. Develops program plans and instructions for AoA Regional Offices and State and Area Agencies to improve the Title VII-A protection and

representational programs funded under the OAA.

C. Office of Management (BE)

Reports to the Deputy Assistant Secretary for Aging. Advises the Assistant Secretary in the areas of internal administration and management of AoA. In response to Federal statutes, regulations and Departmental policies and instructions, provides leadership, policies and procedures for effective and efficient management throughout AoA, including such areas as budget, finance, grants administration, personnel management, procurement, material and facilities management, management systems, information resources management, telecommunications and similar administrative management facilitation services. Responsible for all management and administrative reviews, analyses and controls within AoA required by statute or regulation, such as the Federal Managers Financial Integrity Act (FMFIA). The Director serves as the AoA Chief Financial Officer (CFO) and, on behalf of the Assistant Secretary for Aging, performs the duties assigned to AoA under the Chief Financial Officers Act of 1990, including the development of the CFO 5-year plan and status report. Manages all planning activities in AoA, including those responsibilities assigned by the Government Performance and Results Act of 1993 (GPRA). Conducts management analysis and automated systems development activities for AoA and serves as the principal AoA staff examining the AoA organization. Provides technical assistance and guidance to Headquarters and Regional Office units in the development, implementation and maintenance of administrative and grants management systems and audit resolution.

Division of Budget and Finance (BE1)

Provides and coordinates management support services involving budget formulation and execution, and financial management. In coordination with AoA program offices, formulates and presents budget estimates; executes apportionment documents; plans, directs, and coordinates financial and budgetary programs of AoA. Provides guidance to AoA program offices in preparing budgets, justifications, and other budgetary materials. Prepares budget documents on behalf of the Assistant Secretary for presentation to Departmental management, the Office of Management and Budget (OMB), and Congress. Assists in planning for and presenting the budget before OMB and the Congress. Solicits, obtains and

consolidates information and data from other AoA offices for testimony at hearings before these bodies in coordination with the Office of the Assistant Secretary. Analyzes the budget as approved by the Congress and apportioned by OMB, obtains input from program offices and recommends for the Assistant Secretary's approval a financial plan for its execution. Makes allowances to AoA offices within the guidelines of the approved financial plan. Develops and maintains an overall system of budgetary controls to ensure observance of established ceilings on both program—including all formula, discretionary grant accounts, and Salaries and Expense funds; maintains administrative control of funds against allotments and allowances, and certifies funds availability for all AoA accounts. Prepares requests for apportionment of appropriated funds. Maintains control of allotted funds against current obligations, and maintains separate financial operating plans for each of the Regional Offices. Prepares spending plans and status-of-funds reports for the Assistant Secretary.

Acts as AoA's coordination point with the Office of the Secretary and AoA organizational units on policy and regulatory issues involving travel management, develops and interprets AoA policies on travel, and provides support services to AoA components for travel management.

Provides analysis and coordinates accounting reports for AoA. Manages funds for salary and expense accounts. Tracks financial status of all AoA program and salary and expense funds.

In meeting the Assistant Secretary's priorities and instructions, with appropriate input from AoA organizational units, develops financial operating procedures and manuals, including directing the implementation within AoA (headquarters and regions) of Departmental and other Federal fiscal policies and procedures. Participates in program development and implementation plans where there are budgetary implications; serves as the AoA liaison with the Office of the Secretary and OMB on all budgetary matters.

Division of Personnel and Planning (BE2)

Develops and interprets AoA goals, priorities, and strategies. Prepares the AoA strategic plan, long and short-range plans, operational plans; implements the Government Performance and Results Act of 1993, and customer service activities AoA-wide; provides interpretation and guidance for implementation of these plans and

activities to all AoA units; and reviews all new and changed policy documents for consistency with AoA long-range goals and strategies. Adjusts goals and strategies accordingly. Provides guidance and technical assistance to AoA units in developing operational plans, particularly in developing measurable objectives and indicators reflecting program and organizational performance. Coordinates with the Office of the Assistant Secretary and all AoA units, and Departmental staff offices on planning issues and development. By means of this system, coordinates the development of implementation strategies and subsidiary plans as well as processes for monitoring progress toward stated objectives.

Develops, recommends and implements a management review system for the purpose of assessing organizational progress in implementing GPRA, strategic and customer service priorities, and of encouraging appropriate action by managers at all levels; provides analysis of individual organization and AoA-wide progress; identifies problems and issues for action by the Assistant Secretary and Senior Staff; suggests alternatives for resolving issues where progress is unsatisfactory and provides the Assistant Secretary with recommendations to facilitate decision-making.

Initiates and develops AoA administrative and human resource management policies, procedures and instructions. Plans, organizes and conducts management studies of the AoA program, staff and organization.

Plans, organizes and conducts in-depth studies of organization structures, functional statements, job structure, staffing patterns, management and administrative information systems, relevant legislative and regulatory authorities and/or workloads to analyze staff, equipment, and systems resources and needs and/or to determine and measure work elements. Recommends to the Assistant Secretary organization changes; alternate staffing patterns; job structure and/or functional statement modifications; and staff, workload and equipment distribution.

Manages the AoA management improvement program. Assesses AoA's management methods and recommends improvements to the Assistant Secretary. Monitors AoA's progress toward approved goals. Incorporates performance measures used to implement GPRA.

Consistent with relevant OMB Circulars, develops, defines and implements management analysis and reporting systems to provide for better

informed management decisions and more equitable distribution of resources, and through the Division of Information Resources Management implements these within the AoA automated information system; manages official AoA administrative oversight systems, such as the personnel data base and the administrative issuance process. Performs assessments of paperwork processing, reporting, and other systems needs in AoA.

Monitors AoA's compliance with the Federal Manager's Financial Integrity Act (FMFIA), as defined by OMB Circular A-123 (Management Accountability and Control). Develops protocols, develops and evaluates self-assessment models, and recommends corrective actions. Monitors AoA's compliance with FMFIA instructions and findings. Acts as the AoA liaison with Assistant Secretary for Management and Budget (ASMB) and Office of the Inspector General (OIG) on FMFIA matters. Prepares the AoA annual FMFIA report to the Secretary, the President and Congress.

Develops, implements and assesses strategies on use of human resources and the assignment of full-time equivalent employment (FTE) ceilings. Develops and administers the AoA Position Management Plan and functional statements. Acts as liaison with ASMB and ASPER in coordinating preparation of organizational proposals requiring approval by the Secretary. Maintains official organizational, functional statement and delegation files for AoA. Develops formal program, administrative and personnel delegations of authority for AoA based on continuing management assessment and on review and analysis of legislation and regulations.

Provides technical assistance and guidance to AoA managers and staff regarding personnel management matters. Reviews proposed requests for personnel action and recommends approval/disapproval of such requests.

Develops and monitors the annual AoA employee training strategy and budget, assuring that the common training needs of AoA employees are identified and implemented. Coordinates Presidential Management Intern, Federal Women's and other developmental programs with high AoA/HHS priorities. Oversees AoA training contracts.

Develops, manages, and assesses the effectiveness of AoA employee performance management, incentive and award systems. Provides training and technical assistance on current and demonstration systems.

Acts as AoA's focal point with the Office of the Secretary, other Federal agencies, and AoA organizational units on policy and regulatory issues involving real and personal property, space management, occupational safety and health, material management, postal management, and forms and records management. Provides oversight and direction to meet the administrative needs of AoA components. Serves as liaison with the Office of the Secretary, the General Services Administration (GSA), and outside vendors to provide facilities services including acquisition of facilities and equipment, personal property management, inventory control, and labor services. Administers AoA's personal and capitalized property management program, including the establishment and maintenance of property accountability systems, the storing and distribution of supplies, and the movement of furniture and equipment associated with the relocation of offices. Develops and implements AoA's plans, guidelines and activities for space and facilities management, including identification of and negotiations for space, and planning and design of office layouts. Responsible for the acquisition, disposition, allocation, and budgeting of space for AoA.

Serves as the AoA records manager, providing guidance and assistance to both Headquarters and Regional Office staff regarding filing practices, retention and disposition of records.

Division of Grants and Contracts Management (BE3)

Serves as AoA's focal point for management, leadership and administration of discretionary and formula grants, and cooperative agreements. Provides national policy oversight and development for grant management and administration matters. Ensures that all grant awards conform with applicable statutes, regulations, and policies. Maintains liaison and coordination with appropriate AoA and HHS organizations to ensure consistency between AoA discretionary and formula grant award activities, and the Department's various payment systems for grants.

For discretionary grants, ensures that the administrative and financial management aspects of grants administration are carried out and monitors grantee performance in these areas. Provides support for and processes all discretionary grant award documents and negotiates grant budgets, and makes all awards for AoA Headquarters and Regional Offices. Reviews discretionary grants after input

from AoA program offices, and coordinates AoA grantee financial management matters as necessary with appropriate HHS and AoA units.

Issues and maintains control over formula grant awards under the OAA, and makes adjustments to previously issued formula grant awards.

In coordination with all AoA Headquarters and Regional Offices having grant administrative responsibilities: reviews and assesses AoA formula grant award procedures; directs and/or coordinates management initiatives to improve formula grant programs in financial areas; develops proposals for improving the efficiency in awarding grants and coordinating financial operations among AoA programs; establishes priorities and develops procedures for grantee financial monitoring; and, reviews activities at the field level for all AoA discretionary and formula grant programs.

Following consultation with all Headquarters and Regional Offices having grant administrative responsibilities, and with the approval of the Assistant Secretary: develops AoA instructions and procedures for the administration of all discretionary and formula grants, including those approved in AoA Regional Offices. Provides training and technical assistance to AoA staff regarding grants and provides overall guidance, monitoring, and assistance to Regional Offices in all areas of administrative and financial management of grants.

Has primary responsibility for developing policy issuances for grants management in AoA, and reviews all proposed AoA instructions and policy issuances pertaining to grant matters which are derived from Departmental, OMB or other government-wide issuances to ensure consistent policy and interpretation within AoA concerning grants management.

Functions as AoA liaison with the General Accounting Office (GAO), the HHS Office of the Inspector General and the Department's Office of Grants and Acquisition Management on grant matters. Assists at discretionary and formula grant hearings before the Departmental Appeals Board in response to disallowances and other financial claims by AoA or State Agencies on Aging and other grantees.

For formula grant activities, develops financial management standards for State and Area Agencies and provides guidance on and interpretation of 45 CFR Parts 74 and 92 to AoA staff. Based on formula grants management policies and procedures approved by the

Department, reprogram formula grant funds as required under the OAA.

Responds to audit issues raised by Department and General Accounting Office audit reviews and ensures the proper analysis and resolution of audit findings by Regional Offices for final action by the Assistant Secretary. Coordinates receipt and processing of all grant and contract related materials.

Division of Information Resources Management (BE4)

Manages AoA's Information Resources Management (IRM) Program and develops policies, plans, budgets, standards and procedures related to it. The IRM Director serves as the principal IRM Official, responsible for delegations of procurement authority and the annual five-year long-range plan. Plans, manages, maintains and operates AoA's automated information system, including the LAN, personal computers, software, and support systems and services. Provides guidance and technical assistance on all components of the system and coordinates the preparation of manuals and policy issuances required to meet the instructional and informational needs of users of the system. Provides or contracts for training of users in all AoA systems, hardware and software. In coordination with the Executive Secretariat carries out the activities required under the Paperwork Reduction Act of 1980, as amended, as the Federal Information Resources Management Regulations, other Federal regulations and Executive Orders and DHHS/OS policies and procedures apply the Paperwork Reduction Act to automated information resources management. Represents AoA on the OS IRM Policy and Planning Board.

Responsible for IRM reviews; Federal Information Processing resources retirement and disposal; and conducting and reporting of information resource inventories.

Acts within the overall strategy, annual workplan and budget approved by the AoA Information Resources Management Board, composed of management representatives from each major component of AoA.

Assesses the need for, and defines the specifications for procurement of all Headquarters and Regional Office IRM hardware and software. Reviews and recommends to the Director, OAM, the decision for Headquarters and Regional Office requests for Automatic Data Processing (ADP) equipment and services. Assesses, recommends and defines the need to share ADP services through inter-government, inter-department and interagency agreements.

Surveys specifications and other literature, initiates requests for services, and defines AoA's need for support services from private ADP vendors.

Recommends strategies, provides for, and maintains systems integration in the AoA corporate data enterprise. Designs and institutes procedures for the protection, security and integrity of the AoA data, hardware and software. Develops automation-based solutions to improve efficiency and effectiveness of methods used by AoA staff to carry out work assignments and responsibilities.

The Division is responsible for establishing and maintaining a secure Internet presence. The Internet presence will be used to provide a variety of services to agency customers including a World Wide Web Home Page containing the latest information on AoA activities, sending and receiving grantee financial and performance reports, and supporting an International Aging Information Network that will pull together various private non-profit and federal/state/local/government resources addressing aging related issues. This network will be integrated with the National Aging Information Center (NAIC) which will provide on-line, direct public access to the NAIC's substantial data analysis capability for professional aging services providers.

Provides telecommunications planning, budgeting and management for AoA Headquarters' facilities, including procurement, installation, alterations, and maintenance. Provides liaison with HHS and GSA on telecommunications matters, and provides assistance to AoA components to identify telecommunications needs and to use communications equipment and systems.

D. Office of Program Operations and Development (BF)

Reports to the Assistant Secretary for Aging. Plans, directs and evaluates agency program operations, including the development and implementation of a comprehensive, coordinated system of services for older Americans. Coordinates all AoA cross-cutting program activities and initiatives. Assures internal coordination of programs. Assesses the need for, develops strategies and priorities about, and conducts activities for the development of adequate knowledge for improving the circumstances of older people.

Provides leadership on behalf of Titles III, IV and VI of the OAA, and those parts of Title II of the OAA for which the Office is responsible. Plans, directs and evaluates the programs under the OAA designed to provide

planning, coordination and services to older Americans through grant programs authorized under Titles III and VI of the OAA. Assures the successful collection of data and its analysis to demonstrate program effectiveness. Assures that program and service information and trends are disseminated to advocates for older persons. Provides technical assistance to and education for State and Area Agencies on Aging and Tribal grantees in the development of plans, goals, and system development activities. Assures that statutory requirements, regulations, policies, and instructions are implemented for Titles III and VI, and for the functions under Title II for which the Office is responsible.

Performs the following functions under Title II: issues and enforces regulations regarding conflicts of interest in arranging the provision of services under the Act, including prohibiting such conflicts on the part of Area Agencies on Aging; provides direction to service providers to improve data collection and analysis; designs uniform data collection procedures; assists State and Area Agency volunteer coordinators, as necessary, and encourages the effective use and training of volunteers; consults with State and Area Agencies and Tribal grantees in the development of goals, regulations, instructions and policies; oversees the Nutrition Officer who provides technical assistance and guidance to Regional Offices, States, Area Agencies on Aging and service providers; establishes and convenes a nutrition guidance council to assess program effectiveness and to promote nutrition and dietary standards; and assures planning for and completion of studies and evaluations.

Provides program expertise to the Assistant Secretary for policy development, advocacy and program initiatives within its assigned program areas.

Provides technical assistance to the Headquarters and Regional Offices, State and Area Agencies on Aging, and other organizations on their statistical data needs, uses of data, and methods of collecting the data.

Funds and administers the National Aging Information Center, which compiles, publishes and disseminates information on programs funded under the Act, as well as demographic data on the elderly population and data from other Federal agencies on the health, social and economic status of older persons, and provides technical assistance and training to State and area agencies and to service providers on

State and local data collection and analysis.

Assesses results of these activities to develop utilization strategies. Promotes information dissemination in professional fields. Develops and manages AoA technical information clearinghouse to ensure dissemination of information such as best practice models, to exchange program experience with the network of State and Area Agencies on Aging, and to coordinate technical information dissemination requirements with other national organizations in the field of aging.

Supervises and provides technical guidance to the Regional Offices as they implement the national programs of the OAA. Ensures that clear and consistent guidance is given to all Regional Offices on program and policy directives. Issues substantive operating procedures to guide Regional Office staff of AoA in the conduct of their responsibilities; establishes standards for performance plans in the Regional Offices; regularly assesses the performance of AoA Regional Office staff against the established standards.

E. Regional Offices on Aging (BFD1 to BFDX)

Regional Offices on Aging are headed by a Regional Administrator (RA) who reports to the Director, Office of Program Operations and Development.

Serve as the focal point for the development, coordination and administration of OAA programs within the designated HHS region. Represent the Assistant Secretary for Aging within the region, and provide information for, and contribute to the development of, national policy dealing with the elderly. Based on national policy and priorities, establish field program goals and objectives.

Serve as the effective and visible advocates for the elderly to Federal agencies in their geographic jurisdiction to ensure the rights and entitlement of the elderly; advise, consult and cooperate with each Federal agency proposing or administering programs or services related to the aging; coordinate and assist in the planning and development by public (including Federal, State, Tribal and local agencies) and private organizations of comprehensive and coordinated services and opportunities for older individuals in each community of the nation; conduct active public education of officials and citizens and the aged to ensure broad understanding of the needs and capabilities of the aged.

Monitor, assist and evaluate State Agencies on Aging administering

programs supported under Titles II, III and VII of the OAA, and Indian Tribal Organizations administering projects under Title VI. Review OAA State Plans on Aging and approve acceptable plans or recommend disapproval to the Assistant Secretary for Aging, as appropriate. Recommend approval or disapproval of regional Title IV applications to the Assistant Secretary. Review applications and recommend approval or disapproval of Title VI applications to the Assistant Secretary.

Advise the Assistant Secretary of problems and progress of programs through the Director, Office of Program Operations and Development; recommend to the Assistant Secretary changes that would improve OAA operations; evaluate the effectiveness of OAA and related programs in the Region and recommend to the Assistant Secretary or take positive action to gain improvement; and guide agencies and grantees in applications of policy to specific operational issues requiring resolution. Facilitate interagency cooperation at the Federal, Regional Office, State and Tribal levels to enhance resources and assistance available to the elderly. Disseminate and provide technical assistance regarding nutrition guidelines and developments to State and Area Agencies, Indian Tribal Organizations and nutrition service providers.

Monitor and assist State and Area Agencies and Indian Tribal Organizations in the implementation and execution of the long-term care ombudsman, elder abuse prevention, elder rights and legal assistance development, and outreach, counseling and assistance programs, and the implementation of elder rights under Title VII of the OAA.

Office of State and Community Programs (BF1)

Serves as the focal point within AoA for the operation, administration, management and assessment of the programs authorized under Title III of the OAA. Also carries out the following responsibilities of Title II: encourages and assists in the provision of information to older people with the need for Supplemental Security Income, Medicaid and Food Stamps; implements and oversees the supportive services and nutrition programs; implements and oversees the uniform data collection procedures for States; implements and oversees the responsibilities for consultation with other Federal agencies and with State and Area Agencies on Aging.

Implements Title III of the OAA through the development of regulations,

policies and guidance governing the development and enhancement of comprehensive and coordinated home and community-based care service delivery systems by State and Area Agencies on Aging. Provides guidance regarding State Plan processing and approval, the process and criteria for approval of States' Intrastate Funding Formulas for the allocation and targeting of resources within States, and implementation of the Interstate Funding Formula for distribution of Title III funds among States. In the field, implements Title III through the provision to Regional Office staff of guidance and information concerning AoA programs, and interpretation of Title III program regulations and policy. In addition, fosters, oversees, and assesses the implementation of Title III by States and Area Agencies through guidance and direction to Regional Office staff regarding program reviews, compliance monitoring, program and system development and enhancements. Designs and provides training and technical assistance for program compliance, effectiveness, and enhancement.

Develops and designs the criteria for collecting, analyzing and distributing program performance data on State and Area Agencies' implementation of OAA programs, and prepares that data for reporting to Congress, the public and the National Aging Information Center.

Provides specialized input on Title II and III programs to long-range planning, operational plans and the budget process. Develops program plans and instructions for AoA Regional Offices and State and Area Agencies to improve Title III programs and to ensure that the objectives of the OAA in fostering independence and life with dignity are met.

Develops policies, guidance and technical assistance to State and Area Agencies on Aging with respect to programs under Title III of the OAA, including the development and implementation of comprehensive and coordinated systems for supportive services, congregate and home-delivered nutrition services, the development and operation of multipurpose senior centers and the delivery of legal assistance; provides guidance and technical assistance to AoA Regional Office Staff in the effective implementation of programs under Title III of OAA; designs, implements and provides guidance and technical assistance to State and Area Agencies on Aging and service providers on data collection and analysis (Section 202(b)(28)) and on uniform data collection procedures for State Units on

Aging (Section 202(b)(29)); consults with State and Area Agencies on Aging, service providers and other appropriate stakeholders in the development of goals, regulations, program instructions and policies regarding comprehensive and coordinated supportive and nutrition systems of services for older individuals.

Develops regulations for use by State and Area Agencies on Aging and local service providers responsible for programs under Title III of the OAA. Carries out the functions of the designated nutrition officer, who coordinates nutritional services under the Act and develops the regulations and guidelines, and provides technical assistance regarding nutrition to the AoA Regional Offices, State and Area Agencies, nutrition service providers, and other organizations; in coordination with the Office of Governmental Affairs and Elder Rights, serves as the liaison to the United States Department of Agriculture and other Federal agencies and organizations related to nutrition policy and program issues.

Administers the State plan hearing process required by Section 307(c)(1) of the OAA and provides the analysis and recommendations for the Assistant Secretary's decision resulting from the hearing.

Provides timely and accurate responses to requests for policy interpretation and technical assistance from Congress, State and Area Agencies on Aging, and the general public.

Develops and operates a National Aging Program Information System focused on the information needs of AoA and the Network on Aging to both manage and advocate for the delivery of effective and efficient services to the elderly. Coordinates and conducts operational studies, program analyses, and evaluations on special issues of concern to the Secretary, the Assistant Secretary, Regional Offices, and State and Area Agencies on Aging. Prepares reports on program operations under Title III for the Assistant Secretary, other AoA offices, the Secretary, the President, Congress and the public.

Through the analysis of State Plans, evaluation findings and other relevant material, identifies potential Title III program and management issues and develops recommendations to the Assistant Secretary on possible solutions.

Carries out the Title II responsibilities related to facilitating the continuing development, expansion and improvement of home and community-based service systems to be more responsive at the community level to meet the social and human service

needs of the elderly. Develops and implements special initiatives at the national level for building strong interagency, intergovernmental and private sector partnerships to address age-related issues and concerns and promotes these initiatives throughout the network of agencies involved with older Americans.

Directs and assesses the development under Title III of the OAA of State-administered, home and community-based long-term care systems, and social and supportive services for the elderly. Initiates and encourages expansion of the capacities of home and community-based social service and health care systems to deliver comprehensive services to the elderly. Strengthens and extends the development of the continuum of care principle in local community-based social services systems for the elderly. Provides technical and subject matter expertise for the development of these systems, targeted at enhancing the capabilities of State and Area Agencies and local service delivery programs to improve their service to older people.

Assists State and Area Agencies and local service delivery agencies to analyze program trends and project needs of the aging population, and to develop strategies and specific implementation plans to enable all levels of the Aging Network to anticipate and adapt to community program needs in the future. Develops policies, guidance and technical assistance to the Aging Network of States, Area Agencies, service providers, national organizations, state organizations, local organizations and academia. Focuses primarily on the development of systems of care at the community or local level. Coordinates with the Division of Program Management and Analysis to achieve a fully integrated approach for the enhancement of systems of care throughout the nation.

Assists in the collection and analysis of demographic and socio-economic information related to the aging. Maintains a knowledge of data generated by a wide range of organizations; provides liaison with the Federal Task Force on Aging Statistics; in support of planning and program requirements, performs routine and special statistical analyses of data for AoA offices, other Federal and non-Federal organizations, and the general public.

Office for American Indian, Alaskan Native, and Native Hawaiian Programs (BF2)

On behalf of individuals who are older Native Americans, serves as the effective and visible advocate within the Department, with other Departments and agencies of the Federal Government, and with State, local and tribal governments regarding all Federal policies affecting Native American elders. Additionally, advocates and promotes linkages among national Indian organizations, national aging organizations, and national provider organizations with the goal of enhancing the interests of and services to Native American elders.

Recommends to the Assistant Secretary policies and priorities with respect to the development and operation of programs and activities relating to individuals who are older Native Americans. The Office coordinates activities among other Federal departments and agencies to ensure a continuum of improved services through memoranda of agreements or through other appropriate means of coordination. Carries out the following responsibilities of Title II: evaluates the outreach under Title III and Title VI and recommends necessary action to improve service delivery, outreach, and coordination between Title III and Title VI services; encourages and assists the provision of information to older Native Americans with need for Supplemental Security Income, Medicaid, food assistance, housing assistance, and transportation assistance; develops research plans, conducts and arranges for research in the field of Native American aging; collects, analyzes, and disseminates information related to problems experienced by older Native Americans, including information on health status of older individuals who are Native Americans, elder abuse, in-home care, and other problems unique to Native Americans; develops, implements, and oversees the uniform data collection procedures for Tribal and Native Hawaiian Organizations; and implements and oversees the consultation requirements of Title II as they apply to Native American issues.

Chairs the Interagency Task Force on Older Indians which is comprised of representatives from the Federal departments and agencies with an interest in the welfare of individuals who are older Indians and makes recommendations to the Assistant Secretary at six month intervals, to facilitate coordination among Federally

funded programs and improve services to older Indians.

Provides the Native American input to the Office of Program Development for inclusion in AoA's research plan. In addition, collaborates with the Office of State and Community Programs on Title VI—Title III coordination.

Provides input and feedback to the Office of Program Development for the development and operation of Resource Centers on Native American Elders which gather information, perform research, provide for dissemination of results of the research, and provide technical assistance and training to those who provide services to Native American elders.

Provides specialized input on Title VI programs and the Native American components of Title II and Title VII-B programs to other Offices for long range planning, operational plans, research and training, and the budget process. Determines the Title VI grant amounts from annual appropriations. Develops testimony and background documents concerning Native Americans for use by the Assistant Secretary.

Serves as the AoA focal point for the administration and assessment of the programs authorized under Title VI and the Native American Organization provisions of Title VII-B of the OAA, including administering grants, cooperative agreements and contracts. Implements the American Indian, Alaskan Native and Native Hawaiian programs in the field through provision of program and policy direction, training and oversight to the Regional Offices in the execution of the Native American components of their Title II, Title VI and Title VII-B responsibilities. Oversees the Regional Offices' monitoring of Title VI grantees. Arranges for and manages on-going training and technical assistance for Title VI grantees. Coordinates additional training and technical assistance with other projects managed by the Office Program Development.

Office of Program Development (BF3)

Develops AoA plans and priorities for evaluation of programs, with subject matter input from appropriate units. Manages contracting for mandated evaluation projects and performs intramural evaluation studies. Prepares reports of the results of program and impact evaluations conducted by and for AoA, with technical input from other AoA units.

Maintains information on programs in other Federal agencies and national voluntary agencies which have potential for relating to research, demonstration and training strategies.

Plans, directs and evaluates activities authorized under Title IV of the OAA. Conducts activities for the development of adequate knowledge for improving the circumstances of older people. Develops a knowledge base for policy decisions and program development and coordination through support of a wide range of research, demonstration, and training activities.

Prepares the planning documents for, and coordinates the development of, the annual discretionary funds program announcement. Provides technical input for Congressional and budget presentations related to the research and demonstration program. Evaluates research, demonstration and training grant and contract proposals; and recommends approval/disapproval, monitors progress, gives technical guidance to and evaluates the performance of grantees and contractors. Analyzes and interprets project results and recommends technical applications. Promotes coordination of research and demonstrations with other national, field and local programs related to aging.

Within overall AoA strategy and long range plans, conducts continuing studies and periodic reviews of personnel needs and resources in the field of aging. Plans and assesses AoA's activities to ensure trained staff for programs serving older Americans. Develops and monitors a national plan for increasing these resources, and prepares reports thereon for AoA, the Federal Council on the Aging, the Secretary, the President and Congress.

Administers a program through grants and contracts for developing curricula and providing training related to preparation for professional, teaching, research, and paraprofessional careers in the field of aging. Makes grants for planning, developing, and operating multi-disciplinary centers of gerontology designed to serve the purposes set forth under Title IV of the OAA, including the monitoring of such grants on a continuing basis.

Develops standards, optional models, and "best practice" suggestions on services to the elderly for use by the Regional Offices, and State and Area Agencies on Aging. Develops technical assistance material and in-service training curricula concerning these standards, models, and best practice suggestions.

Provides technical input on research, demonstration and training programs to the AoA planning and policy development activities, legislative activities and the annual budget development cycle. Participates in Departmental and inter-departmental

activities which concern health and social services; reviews and comments on Departmental regulations and policies regarding health programs and institutional and non-institutional long term care services.

Manages a program for the collection, analysis, and dissemination of information related to the needs and problems of older persons. Develops and coordinates initiatives with other Federal agencies, national aging organizations and universities to fill gaps in information in the field of aging.

Reviews all products from AoA, the OAA network, and other sources of information on aging to identify new findings which will be useful to older people and professionals operating in the field of aging. Determines the relative utility of each product, its potential users, and the most effective way to disseminate information to users.

Dated: December 12, 1995.

Fernando M. Torres-Gil,

Assistant Secretary for Aging.

[FR Doc. 95-30732 Filed 12-18-95; 8:45 am]

BILLING CODE 4130-01-P

Agency for Health Care Policy and Research

Meeting of the National Advisory Council for Health Care Policy, Research, and Evaluation

AGENCY: Agency for Health Care Policy and Research, HHS.

ACTION: Notice of public meeting.

SUMMARY: In accordance with section 10(a) of the Federal Advisory Committee Act, this notice announces a meeting of the National Advisory Council for Health Care Policy, Research, and Evaluation.

DATES: The meeting will be open to the public on Friday, January 26, from 8:30 a.m. to 5 p.m.

ADDRESSES: The meeting will be held at the Madison Hotel, 1177 5th Street, NW., Washington, DC 2005.

FOR FURTHER INFORMATION CONTACT: Deborah L. Queenan, Executive Secretary of the Advisory Council at the Agency for Health Care Policy and Research, 2101 East Jefferson Street, Suite 603, Rockville, Maryland 20852, (301) 594-1459.

In addition, if sign language interpretation or other reasonable accommodation for a disability is needed, please contact Linda Reeves, the Assistant Administrator for Equal Opportunity, AHCP, or (301) 594-6665 no later than January 19, 1996.

SUPPLEMENTARY INFORMATION:

I. Purpose

Section 921 of the Public Health Service Act (42 U.S.C. 299c) establishes the National Advisory Council for Health Care Policy, Research, and Evaluation. The Council provides advice to the Secretary and the Administrator, Agency for Health Care Policy and Research (AHCP), on matters related to AHCP activities to enhance the quality, appropriateness, and effectiveness of health care services and access to such services through scientific research and the promotion of improvements in clinical practice and in the organization, financing, and delivery of health care services.

The Council is composed of public members appointed by the Secretary. These members are: Robert A. Berenson, M.D.; F. Marian Bishop, Ph.D.; Linda Burnes Bolton, Dr. P.H.; John W. Danaher, M.D.; Helen Darling, M.A.; Nancy J. Kaufman, M.S.; William S. Kiser, M.D.; Robert M. Krughoff; Risa J. Lavizzo-Mourey, M.D.; W. David Leak, M.D.; Harold S. Luft, Ph.D.; Barbara J. McNeil, M.D.; Walter J. McNeerney, M.H.A.; Edward B. Perrin, Ph.D.; Louis F. Rossiter, Ph.D.; Albert L. Sui, M.D.; and Ellen B. White. M.B.A.

There also are Federal ex-officio members. These members are: Administrator, Substance Abuse and Mental Health Services Administration; Director, National Institutes of Health; Director, Centers for Disease Control and Prevention; Administrator, Health Care Financing Administration; Commissioner, Food and Drug Administration; Assistant Secretary of Defense (Health Affairs); and Chief Medical Director, Department of Veterans Affairs.

II. Agenda

On Friday, January 26, 1996, the meeting will begin at 8:30 a.m. with the call to order by the Council Chairman. The Administrator, AHCP, will update the status of current Agency issues and program initiatives. Council will then discuss the issues of health services research work force and education, public/private sector collaboration, and the large grant review process. The meeting will adjourn at 5:00 p.m.

Agenda items are subject to change as priorities dictate.

Dated: December 7, 1995.

Clifton R. Gaus,

Administrator.

[FR Doc. 95-30742 Filed 12-18-95; 8:45 am]

BILLING CODE 4160-90-M